



Project Dove Group Facilitator

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: Group facilitator for weekly support/education groups for students in a school-based setting.

QUALIFICATIONS:

- Bachelor's degree or Master's degree in Psychology, MSW in Social Work, Master's in Teaching, or related field required.
- Experience working with high needs and/or in-crisis children strongly preferred.
- You must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must successfully pass a Background and Abuse Check.

SKILLS AND ABILITIES:

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally agile and sensitive.
- Aptitude to develop extensive knowledge of the dynamics of domestic violence and the impact of abusers on youth and parenting.
- Ability to work in a systemized environment with children, teachers, and school administrators.
- Self-starter and ability to work with minimal supervision. Ability to maintain punctual, consistent attendance.
- Skilled at facilitating groups for youth of various ages.
- Ability to respect and value work styles which differ from our own.
- Exercise patience, understanding, and compassion in dealing with children and co-workers.
- Knowledgeable about the social and cultural characteristics of the service population.

ESSENTIAL FUNCTIONS: (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

1. Promote the Agency in a positive manner to fellow employees, to our volunteers, and to people in the community.
2. Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
3. Encourage teamwork through modeling and cooperative interaction with co-workers and school staff.
4. Maintain a positive, professional demeanor.
5. Work in cooperation with co-facilitator to facilitate weekly groups.
6. Conduct weekly groups, following the Project Dove curriculum, with students at elementary and middle schools in the Medford School District. Conduct periodic groups for students in the Medford School District high schools.
7. Turn in required timesheets, attendance reports, student assessments, and other reports in a timely manner to the Project Dove Coordinator.
8. Demonstrate flexibility and willingness to adjust responsibilities in response to unexpected changes in workload, emergencies, and/or staffing.
9. Attend individual and group supervision sessions.
10. Other duties as assigned.

Position Name: Project Dove Group Facilitator

Department: Advocacy Services

Supervisor: Program Director

Revision Date: 09-03-19

FTE: .2-.3 RPT Non-Exempt

Position #: 2019-KC

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.
Please include the position name and position number
in the subject line of your email and in your cover letter.

For open positions, check our website at www.community-works.org

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